



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROPERTY MANAGEMENT PROGRAM ANALYST II

Job Number: 20001707

Job Code: 92270V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in the analysis and evaluation of a property management program in the Finance and Administration Cabinet. Analyst is routinely assigned projects having monetary value of less than \$100,000 and requiring the coordination of several associated functions (i.e., property owners, architects, using agency representatives); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in public or business administration, management, real estate or a related field.

EXPERIENCE:

Must have one year of professional experience in property analysis/evaluation.

Substitute EDUCATION for EXPERIENCE:

Graduate training in property analysis/evaluation or a related field will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in property analysis/evaluation or a related field will substitute for the bachelor's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Analyzes aspects of a property management program in order to evaluate and make recommendations concerning the acquisition, sale or disposal, leasing, space management and inventorying of real and personal property. Applies state laws, rules, regulations, policies and procedures in property management programs. Researches records and files to document property requests. Prepares memoranda, documentation, records and reports. Provides technical advice and assistance to state agencies concerning property requests.

UNIQUE PHYSICAL REQUIREMENTS:

Must visit property sites. Inspects and writes reports on construction sites. May be required to lift items.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title will be required to visit property sites. Inspect and write reports on construction sites.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.